

# Lutheran Church of the Good Shepherd

7420 4th Avenue, Brooklyn, NY 11220

**Job Description:** Music Ministry Coordinator

**Schedule:** 15 hours a week (part-time salaried position)

## Job Overview

### **Statement**

The Music Ministry Coordinator shall have an understanding and commitment to the mission of Good Shepherd Church. The Music Ministry Coordinator shall hold an enthusiasm for worship, promoting the use of music as an expression of worship with a view to exhortation, education, and outreach. The Music Ministry Coordinator accepts the role of music in the church as a vehicle for the word and sacrament and the praise of God and strives to glorify God in all efforts while encouraging other musicians to maintain this same perspective. In addition, the Music Ministry Coordinator supports the congregation's vision for music ministry, making use of diverse theological resources, encouraging liturgical diversity of worship settings, and carefully blending worship styles with an eye toward balance in the context of spiritual nature and worship.

## Scope of Work

### **Principle Functions:**

The Music Ministry Coordinator is responsible to the Pastor for assisting the church in planning, conducting, and evaluating a comprehensive music ministry.

The Music Ministry Coordinator is responsible to the people of Good Shepherd through the Church Council's Executive Committee and Staffing Committee for employment requirements and responsibilities.

Participate with church staff, Pastors, and other leaders in facilitating congregational goals and assuming responsibility for tasks as mutually agreed with the Pastor.

### **Skills:**

- Possess a Bachelor's degree in music, church music, or another related degree (Master's degree preferred).
- Demonstrate knowledge of Lutheran theology, liturgical practice, and use of music in worship.
- Demonstrate skill and competency at the keyboard, particularly organ and piano, and a working knowledge of other instruments (guitar, percussion, etc.).
- Possess experience and competency directing choirs of all age groups (experience

- working with children/youth and/or intergenerational groups preferred).
- Bilingual proficiency (English and Spanish).

### **Worship Services:**

- Work in collaboration with the Pastor and the music ministry team in planning, conducting, and carrying out a comprehensive music ministry program.
- Provide leadership to other members of the worship team in planning and conducting services.
- Serve as the primary musician (organ, piano, guitar, voice) leading other musicians, cantors, and hymn ensembles during the worship service as needed.
- Serve as a cantor as needed for worship services.
- Share in the planning and coordination of collaborative worship services with other congregations and with the Worship team.
- Schedule rehearsals for choirs, ensembles, and individual musicians or soloists participating in services.
- Educate and train musicians participating in the worship service and encourage participation from all age groups.
- Make available musical arrangements and resources to individuals participating in the musical presentations for the worship service.
- Serve as primary accompanist for funerals, weddings, and wedding rehearsals, consulting with the families and the Pastor as requested. Provide music for weddings and funerals as possible, consulting with families if requested. An additional fee will be provided for this service. If requested by Good Shepherd, the services of another musician may be used with the permission of the Music Ministry Coordinator.
- Participate with other staff in congregational activities and programs serving as a resource person to youth or educational co-workers.
- Submit for approval an annual budget for the music program and monitor the expenditure of budgeted items.
- Maintain Good Shepherd's music library.
- Supervise the maintenance of all congregational instruments (organ, three pianos, and other musical instruments).
- Choose and order music using appropriate copyright/licensing and music usage agreements.
- Maintain musical proficiency by practicing performing and attending continuing education opportunities.

### **Further Specifications:**

Music Ministry Coordinator will:

- Be compensated for weddings and funerals in consultation with the Pastor based on a policy to be set and maintained by the Church Council.
- Meet on an annual basis with the Church Council Staffing Committee to provide and receive feedback on job performance.

- Will be permitted to use the church organ pianos and instruments for private teaching. If scheduled, private teaching should not conflict with congregational activities.
- Will assist the congregation in finding a substitute musician when necessary and acting as a cantor as needed.
- Will participate with other staff in congregational activities and programs, demonstrating a desire to be collegial and share gifts and responsibilities. Collegial responsibilities may include acting as a resource person to youth or education co-workers.
- Will review and sign Good Shepherd's Sexual Harassment Policy.
- Will be reminded to respect the privacy and confidentiality of personal information that is shared by parish staff in the performance of their job duties.
- Each party will have the right to terminate any established agreement on thirty days' written notice to the other party. If a thirty-day written notice is given, this agreement shall be deemed canceled on the date set forth on the notice and neither party shall be obligated to the other party for the period after the date set forth on the notice.

<b>Days of Employment:</b>	Part-time salaried position
<b>Hours of Employment:</b>	15 hours a week
<b>Rate of Pay:</b>	The annual salary of \$ 22,000.00 (paid bi-monthly).
<b>Health Benefits:</b>	None
<b>Continuing Education:</b>	One Sunday with a paid substitute
<b>Personal Days:</b>	None
<b>Sick:</b>	Provided (sick days as needed)
<b>Vacation:</b>	Two weeks with a paid substitute
<b>Background Check:</b>	Provide a copy of the documentation to comply with insurance requirements